

**FOX VALLEY  
WORKFORCE DEVELOPMENT BOARD  
WDA #4**

**WORKFORCE INVESTMENT ACT**

**AMERICAN RECOVERY AND  
REINVESTMENT ACT  
PLAN**

**May 2009**



**June 1, 2009  
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# WORKFORCE INVESTMENT ACT

## ARRA LOCAL PLAN

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Required attachments include:

Attachments I Business Services Professional Model and Customer Services/Job Seeker  
Model

Attachment II

Assurances and Signatures

Form A Debarment and Suspension Certification

Form B Lobbying Certification

Form C Youth Service Providers

Form D Quarterly Enrollment and Budget Summary (Adult and Dislocated Workers)

Form E Quarterly Enrollment and Budget Summary (Youth Program)

Form F Budget Summary (Adult and Dislocated Workers)

Form G Budget Summary (Youth)

Form H Staffing Plan (Adult, Dislocated Workers, Youth)

## Purpose

The purpose of this Workforce Investment Act (WIA) Local Plan Supplement is to provide an overview of the services to be delivered through the Fox Valley Workforce Development Board with ARRA funds in Workforce Development Area #4. The goal is to provide transparency and accountability to the public for use of Recovery Act funding. This is considered an addendum to the Fox Valley Workforce Development Board's PY09 WIA Plan. All local policies and procedures governing the local WIA formula funds will be followed unless otherwise specified by legislation and/or new policies governing the ARRA funds.

## Background

The Recovery Act, signed by President Obama on February 17, 2009, is intended to preserve and create jobs, promote the nation's economic recovery, and to assist those most impacted by the recession. With the additional workforce funding provided in the Recovery Act, and the increased employment and training services such funding will support, the workforce system will play a vital role in America's economic recovery by assisting workers who are facing unprecedented challenges to retool their skills and re-establish themselves in viable career paths.

In utilizing the funding in the Recovery Act, all levels of the workforce system must be guided by four principles:

- Transparency and accountability in the use of Recovery Act funding;
- Expedited and effective use of the funds, with expenditures made concurrently with regular formula funds;
- Emphasis on training and innovative and invigorated service delivery strategies; and
- Emphasis on services for hard-to-serve populations and needs-related payments.

## Introduction

States and Workforce Development Areas (WDAs) are expected to spend Recovery Act funding quickly and effectively. It is Congress' intent, as well as the Obama Administration, that the majority of these funds will be utilized within the first year of availability. Congress intends that Recovery Act funds be spent concurrently with standard formula funds to greatly increase the capacity of the workforce system to serve workers in need. It is the intent of the Recovery Act that substantially increased numbers of adults and dislocated workers will be served with the infusion of formula funds, and that training will be a significant area of focus. WDBs should ensure that supportive services and needs-related payments are available to support the needs of hard-to-serve populations. The purpose of the youth funding is to provide opportunities for summer employment in addition to year-round activities. Service delivery strategies should be focused on innovative and effective approaches that both meet the demands of today's economy and result in an improved workforce system for tomorrow's global economy.

## Public Access to Plan

Fox Valley Workforce Development Board's Plan Supplement may be found on [www.foxvalleywork.org](http://www.foxvalleywork.org) for review and comment. Hard copies may be accessed at 1401 McMahon Drive, Neenah, WI 54956. Phone number is 920-720-5600. **A Public Hearing will be held at 1401 McMahon Dr. Neenah, WI 54956 in the Board Room on July 10, 2009 at 9:00 a.m. This allows for public comment review.**

## I. Overview

### A. Recovery Act Implementation

1. Describe the WDB's vision to use Recovery Act funds to drive change throughout the local workforce system to meet 21<sup>st</sup> century workforce and economic challenges.
  - a. **Fox Valley Workforce Development Board (FVWDB) will continue to work with New North and Northeast Wisconsin Regional Economic Development Partnership (NEWREP) to address the economic needs of the region. The focus will be preparing workers for the jobs of the 21<sup>st</sup> century related to key industry sector strategies and linked to a "greener" environment and increased utilization of technology.**
  - b. **The Universities and the Technical College system will be utilized to address the training needs of the 21<sup>st</sup> century workforce related to the 21<sup>st</sup> century technology requirements and industry specific requirements for employment of the populations served.**
  - c. **FVWDB is implementing a technology plan to provide greater opportunity for long-distance training on job readiness skills from one Job Center to another.**
  - d. **FVWDB will continue to work in partnership with local and regional economic development partners to enhance opportunities for recruitment, retention and expansion of local industry and businesses.**

#### **Revision:**

***To provide increased capacity for core service access through libraries, One Stop Centers and upgraded technology for job search assistance. Seventy percent of funds will be utilized for training related activities, such as ITAs, Cohort training, Support Services, OJTs.***

2. Describe the WDB's involvement in designing and implementing the Recovery Act program.
  - a. **FVWDB has been engaged in the development and implementation of the plan from addressing priorities and budget plan. The Board members have helped recruit businesses and youth to the summer youth program, as well as provide insight on how the DW and Adult funds should be utilized related to services and training.**
  - b. **FVWDB has reached out to other agencies in the region that have received ARRA funds to address alignment of resources where appropriate.**
3. Describe the Youth Council's involvement in designing, selecting service providers, and implementing the Recovery Act Youth program.
  - a. **Due to the timeframe of the youth program implementation the decision was made to keep the program services within the fiscal agency as allowed by law. The planning for the outreach to businesses and youth was a full workforce development board activity with Youth Council Chair input.**  
***Revision Response: The Youth Council did not meet during this time due to the timeframe of ARRA funding notification and release of funds, as well as the attrition of membership due to career changes of members and/or retirements of members.***

*Revision Response: The Youth Council Chair is a member of the FVWDB and was involved with the approving the WIA ARRA plan. See Fox Valley Workforce Development Board Approved Meeting Minutes (Public) dated April 22, 2009 attached.*

- b. The Youth Council membership is being recruited due to retirements and career changes of members. This membership drive should be completed in July and the Council will take a more direct responsibility to address the outcomes previously determined by the Board and evaluate for improvement of the program in the future.

*Revision Response: The Youth Council membership roster will be submitted following the September FVWDB meeting with new members will be approved by the Board.*

- c. Partner agencies and community organizations provided input into the plan for the Summer Youth program.
4. Describe current or planned communication and coordination activities with other agencies doing Recovery Act activity.
- a. FVWDB has begun discussions with New North and Economic Development professionals to act as a facilitator to bring the FVWDB to the table with other recipients of ARRA grants.
  - b. FVWDB has begun discussions with the weatherization programs and health care programs receiving ARRA funds and will continue to connect with opportunities to partner.
  - c. FVWDB is partnering with construction entities and housing organizations that may have received ARRA funds directly or indirectly in relationship to job creation, training and worksite opportunities for youth.
  - d. FVWDB attended Senator Kohl's regional discussion on ARRA funding in its earliest implementation.
  - e. The Board will partner with AmeriCorp when possible for projects.
5. Describe plans and policies to ensure emphasis on serving low-income, displaced, and under-skilled adults and disconnected older youth.
- a. FVWDB is following the local WIA planning guidelines and policies for services that address these populations. With the Summer Youth Program FVWDB will provide the opportunity for the 5% window to be used.

*Revision Response: Documents for prescreening youth were provided to DWD on site monitoring visit in three-ring binder. If additional information is required please let this office know and we will see it is provided.*

- b. Priority of Service policy is being followed by all contractors.
- c. One Stop partners who focus resources on these populations provide referrals to the WIA case management for services.

6. Describe goals that reflect the need to expand services and increase the numbers of individuals trained and served.
  - a. **To enroll at a minimum 300 Summer Youth participants with up to 100 employers to provide job sites resulting in a 90% completion rate.**
  - b. **Ninety-five percent of those completing will show improvement in Work Readiness skills.**
  - c. **Work readiness and employability training components will be provided to the youth participants.**
  - d. **To provide value added services and training opportunities to the Adult and Dislocated Workers both on-sight in the Job Centers and at the Technical Colleges.**
    - i. **FVTC and MPTC have provided valuable cohort training proposals for participants to make informed career and educational choices for 21<sup>st</sup> Century jobs.**
    - ii. **Due to the decrease in the local PY09 WIA Adult and Dislocated Worker programs, FVWDB had to scale back on some of the creative services it wished to provide in order to serve the many low income adult and displaced workers in the region.**
  - e. **To partner with Economic Development and Chambers to create support for entrepreneurs who have lost businesses in these economic times that may want to pursue new business creation.**
  - f. **To provide incumbent worker funds to support existing businesses in potential growth opportunities by improving their employee skills that open up jobs for displaced workers and adult participants with adequate skills.**
  - g. **To improve connectivity between and within the job centers to provide improved services and training opportunities in both the urban and rural sites.**
  - h. **To continue to partner with economic development and chambers in growing jobs in the region.**

**B. One-Stop Readiness**

1. Describe plans to ensure the Job Centers have the staff and systems, including bilingual staff, to serve the increased numbers of customers to meet Recovery Act expectations and local economic demand.
  - a. **FVWDB has provided funding to support the local One Stops to ensure there are qualified resource room staff to serve the local population. Fox Cities WDC has three FVWDB staff and one Wagner-Peyser staff with up to eight case managers to serve eligible participants. FVTC and MPTC have rented an office space to FVWDB in order to have WIA case management on-site to their customers in order to connect with eligible participants that may not access through the One Stop centers. FVWDB provides resource room staff funding for two employees in the Oshkosh Center, one employee each in Waupaca, Green Lake and Wautoma Job Centers where DWD removed their financial support in PY08. FVWDB provides one resource room staff person in Fond du Lac. It is expected that WP staff will also provide services. Where possible Title V participants are employed in the Job Centers as additional support. WIA case management is also provided in all the centers. FVWDB also supports a triage person in the major One Stop centers to assess and collect data of individuals interested in the**

services so they are processed quickly. The centers also provide orientation sessions on a regular schedule for public to access. All centers have access to bi-lingual staff for Spanish and Hmong. An interpreter will be provided for other language barrier customers.

2. In the context of a low-growth economy, describe planned changes to training strategies that address longer-term unemployment.
  - a. FVWDB has requested FVTC and MPTC provide training modules that are “chunked” and related to future business requirements. The “chunking” allows for individuals to “job out” and return to the career ladder they began. The Board has also requested that individuals be provided credits for the incremental training components unless not feasible or allowed by the educational system.
  - b. FVWDB will contract for “cohort” training opportunities such as advanced computer, CNC, LPN, RN, etc. in order to have cost effective training and to remove individuals from waiting lists. FVTC and MPTC have demonstrated willingness to move forward in both the cohort training and the “chunking” of training.
  - c. DW are being strongly encouraged to attend a two week cohort training that provides the basic overview of training opportunities within the colleges. This allows for hands on experiences before signing up for a long-term training program that is expected to be more effective in keeping individuals engaged in the field of choice. It also provides an opportunity for the participants to experience “college” prior to their career choice training in the educational institutions. This will be evaluated for effectiveness and future utilization will be determined on customer feedback.
3. Describe how case managers will assist diverse customers, including TANF, low-income individuals, and other targeted population such as veterans and persons with disabilities, along with dislocated workers, in matching skills competency training with job growth projections in the region.
  - a. **Case Managers will continue to follow the policies and procedures used with local WIA program participants. The process includes reviewing LMI and EMSI data to better understand the future job growth projections. All eligible participants are required to complete an on-line assessment (JobFit) and in PY09 will also be required to do a Work Keys assessment. The case manager will meet with the individual customer and discuss the opportunities for training related to the LMI data and EMSI projections for job growth. The individual will be provided the appropriate documentation to access training opportunities either as an independent student and/or a cohort member. The individual participant will be required to complete the college GOAL classes if they require additional math, reading, comprehension, etc. to be enrolled in the specific career field. All participants are encouraged to take a basic computer course.**

## **II. Adult and Dislocated Worker Programs**

It is the intent of the Recovery Act that WIA Adult and Dislocated Worker funds be used to provide the necessary services to substantially increased numbers of individuals to support their entry or reentry into the job market. WDBs should consider how assessment and data-

driven career counseling can be integrated into their service strategies to support individuals in successful training and job search activities that align with areas of anticipated economic and job growth. Additionally, overall enrollments in training are expected to increase significantly. Recovery Act funds can be used on all activities specified under the WIA Adult and Dislocated Worker programs.

A. Outreach and Recruitment

1. Describe strategies to identify and recruit participants to be served.
  - a. **Adult and DW participants are recruited through the One Stop centers as well as through public service announcements, newspaper and magazine articles. The Board is also utilizing space in the technical colleges and libraries to recruit participants. Library staff in the region are being trained by WIA Case Managers and Resource Room Specialists about the services provided in the One Stop centers. Dislocated Workers are also recruited through DW orientations related to business downsizing or closing. FVWDB case managers partner with TAA to ensure co-enrollment opportunities with WIA. Dislocated Worker packets are being disbursed to local restaurants, city halls and libraries for easier access to information. The Adult program participants are being referred by One Stop and Community partners such as FSET, Emergency Shelters, Food Pantries, etc. Word of mouth also seems to be a good recruitment tool.**

- B. The Job Service Reemployment Services (RES) are going to increase dramatically throughout the State. Under this statewide initiative, claimants will be triaged and offered services via one of four paths. One of those paths will be referrals, including those to WIA Title 1. Describe how Title 1 providers will communicate information about upcoming training opportunities (especially short-term training opportunities like boot camps and OJTs) to RES staff so they can make referrals as appropriate.

1. **Each One Stop Center provides a list of available trainings in the centers. RES staff will be considered a partner and will be provided the list of training opportunities. Each One Stop Center will be provided information about “cohort” trainings that are coming forward for enrollments. OJTs are available for WIA participants and the RES staff will find it necessary to refer individuals to WIA program services so when an OJT opportunity arises the individual is aware of it and can provide the RES staff person with such information. It is expected the RES person will be able to access ASSET to review the files. Unless a list of RES participants is provided to the Case Manager on a regular basis it will be difficult for the Case Manager to know which client needs to be reported. Once the list from the RES staff person is received, the Case Manager should make it a priority to contact the RES staff with information about training or OJTs.**

C. Target Groups

Priority use of the Adult funds shall be for services to recipients of public assistance and other low-income individuals as described in WIA section 134(d)(4)(E). Local workforce development strategies should include robust approaches to helping these workers access training and employment services that advance them along career pathways in high-growth industries.

1. Describe the strategies to outreach, recruit and serve the following populations:



- a. Public assistance recipients are recruited through the Emergency Shelters, Community Based Organizations, FSET and other community arenas. Fox Valley WDB partners with community alliances such as the Washington Street Project in Appleton and church affiliations in Fox Cities, Oshkosh and Fond du Lac where referrals are made. The W-2 programs in the seven counties FVWDB serves are active partners in the six One Stop Centers and make referrals to WIA Adult Case Management or Dislocated Worker Case Management. The challenge to enroll a large number of participants in this population has been related to the expectations of meeting performance measures to continue to receive funding as well as adequate funding. In PY09 the Board will be less interested in exceeding or meeting the performance numbers and more interested in serving the populations without supplanting the funding from the W-2 program requirements. ARRA funds will provide for this opportunity.
- b. Low-income individuals are recruited through the One Stop system, Rapid Response activities, Churches, Community Based Organizations, schools and other venues. When deemed eligible for WIA program intensive services, which includes case management, all resources and services are made available to the participant. All Workforce Development Centers and Job Centers provide universal access for all populations of the community at no cost in order to ensure basic employability tools are made available.
- c. Persons with disabilities are recruited through the One Stop system, DVR, schools, Rapid Response activities, etc. Fox Valley WDB also has funding for a Disability Navigator that works through the six One Stop Centers and provides technical assistance to persons with disabilities and makes appropriate referrals to services and programs.

*Revision Response: FVWDB has developed a strong One Stop system in seven counties that has been sustainable during lean times when DWD and other partners have withdrawn financial resources as represented in Waupaca, Waushara, Green Lake and Oshkosh. The system allows access of all job seekers to services for job search assistance and when appropriate, access to WIA case management services and training. This will continue as identified in the WIA plan. Seventy percent of ARRA Adult and DW funds are allocated to training in order for skill development to occur that ensures employment attainment and retention as the job market increases. Business Services Reps work with the One Stop center partners and case management providers to ensure the connection of job opportunities for displaced workers and under or unemployed adults. This is done through communication via technology or in person.*

*FVWDB ensures minimal duplication of contact through the establishment of the Business Services Reps that are assigned to each county and each county's ED professional. This eliminates the need for other partners in the One Stop system to duplicate efforts due to the ongoing communication structure within the One Stop system. The WIA navigator is an integral partner with the One Stop system partners and the Business Services team in order to ensure*

*persons with disabilities are served and employers are educated on the opportunities to hire persons with disabilities. At this time FVWDB does request that the Wagner Peyser RES team does not contact employers or provide direct business services to employers due to the duplication of effort this will cause. However, it is expected that any One Stop information RES would like provided to employers be brought to the One Stop Management Team for the information to be integrated into the Business Services Employer packets. The Business Services Professional Model supports this strategy of service delivery and communication with Business. Businesses expect consistency with service delivery and contact information, which FVWDB workforce system has been able to maintain.*

- d. Individuals deficient in basic skills are provided the same recruitment opportunities and access to program services as identified in the previous three categories. Assessments are completed on all WIA participants whether supported with ARRA funds or local WIA formula funds. These assessments help the Case Manager to determine basic skills deficiencies. Everyone is treated on an individual basis and appropriate referrals are made to the technical college GOAL classes or the local literacy programs for basic remedial training and support. Then, the participant is able to move into other training opportunities such as credentialed programs or associate degree programs. This is a team effort between the participant, other partners, the GOAL instructor and/or literacy mentor.

**Note:** Fox Valley WDB and its One Stop partners pride ourselves on the strong workforce system partnership we have developed that allows for multi-directional communication to support the needs of any and all customers that access services through the One Stop system. We will continue to provide quality services, to treat all individuals respectfully and provide direct individual services to those eligible for WIA program services, as well as provide a venue for universal access as delivered in the resource rooms of all six centers in the Fox Valley WDA.

- 2. Describe the coordination efforts with organizations related to the above populations, and their coordinative roles. For example, describe collaborative partnerships with your area's Managed Care Organizations.

**Fox Valley WDB partners with various agencies, businesses and community based organizations on a variety of projects related to the above mentioned populations as opportunity arises. The Managed Care Organizations are considered a new entity that is directly involved with the counties and services for long-term care and people with disabilities. The Disability Navigator makes appropriate referrals to these agencies when appropriate, however, the agencies do not make referrals to the WIA programs at this time. The population is best served through the resources of DVR.**

**Fox Valley WDB has been a leader in facilitating partnerships within the One Stop system and the community. When possible resources are aligned and partnerships developed around key initiatives that serve the diverse populations of the WDA and New North. Many times the Board acts**

**as the facilitator, while at other times the Board is a partner at the table while some other entity facilitates.**

D. Services

1. Describe the planned use of funds for the Adult and Dislocated Worker programs, identifying where these plans represent services and strategies that are new, different or more expansive than those currently made available through the regular formula-funded programs. The response should also address the following:
  - a. Plans to implement expanded supportive services, including the identification of supportive services to be provided and increased local expenditure limits. Identify the broader range of supportive services, such as benefits counseling by credentialed practitioners, and other supports for improved service to all WIA/ARRA target populations. If the WDB has updated their current support service policy since submittal with the WIA Local Plan, submit the updated policy as an attachment.

**Fox Valley WDB plans to provide the existing list of support services for Adult and DW as it presently does with the opportunity to be flexible with the maximum amount to be paid. Due to the limited local PY09 WIA Adult and DW funds the ARRA funds will be utilized to ensure continuity of services for these populations. The Board has allowed for an Administrative decision to increase the tuition and support services amounts utilizing the ARRA funds. Appropriate WIA participants will be co-enrolled with ARRA program in order to effectively align resources. An additional 20% of Adult participants will be enrolled into the WIA and ARRA program due to the ARRA funds. Though the ARRA funds were a welcomed opportunity, FVWDB received a 40% decrease in WIA DW funds which limits the ability to duplicate the numbers being served with ARRA funds. For the DW population ARRA funds will be aligned with WIA DW and SRR funds to ensure services are maintained. FVWDB expects to increase the DW participant number by 50% in PY09 due to the continuation of downsizing and closings.**

- b. Plans to develop and implement a needs-related payment policy, including how the amount will be determined (for example, through a financial planning process) and the system for tracking and issuing payments. If the WDB has updated or developed a needs-related payment policy since submittal with the WIA Local Plan, submit the policy as an attachment. (Guidance on the provision of needs-related payments to adults and dislocated workers can be found in 20 CFR 663.815 – 663.840).

**Fox Valley WDB has a Needs-Related Payment policy but will not actively pursue the use of it at this time. If it is necessary to help a participant survive lack of UI benefits the policy will be utilized following approval of the WIA Program Director.**

3. Describe the services and resources available to assist job seekers to obtain and retain employment. These services may include, among others, business services to facilitate connections between job seekers and employers, job fairs, and job seeking skills activities (resumes, interviewing, conducting online job searches, etc.), and should be made available for participants that complete training as well as those who already have the occupational skills to compete in the current labor market. Include in your description any augmented business services such as coordination with vocational rehabilitation to ensure only one-point contact with employers, and role(s) of the WIA Navigators to support Business Services Teams' efforts with participant support and in employer education.

**See Attachment I related to Business Services Professional Model and Customer Service/Job Seeker Model.**

**E. Training**

It is the intent of the law that substantially increased numbers of adults and dislocated workers will be served with this infusion of formula funds, and that training will be a significant area of focus. Training services include occupational skills training, on-the-job training, programs that combine workplace training and related instruction, including registered apprenticeship, training programs operated by the private sector, skill upgrade and retraining, entrepreneurship training, job readiness training, adult education and literacy training, and customized training.

1. Describe the WDB's plans to implement expanded training services for adults and dislocated workers to address the following:
  - a. Promotion of assessment and training in advanced manufacturing, energy, weatherization and health care industries

**Fox Valley WDB is in beginning discussions with ADVOCAP related to training for DW and Adults into the weatherization program. In partnership with NEW North and its efforts to institute the Wind and alternative energy industry sectors, FVWDB is developing opportunities to direct Adults and Dislocated Workers into the training required for jobs in energy. The partnership with the Manufacturing Alliance and Health Care Alliance has provided opportunities to project future growth in new technologies and jobs in these industries. FVWDB Case Management system utilizes these resources to promote and support individuals into appropriate trainings for the 21<sup>st</sup> century industries related to health care and manufacturing. Green technologies and concepts continue to be integrated with all of these industry sectors which provides additional training venues for the WIA Adults and Dislocated Workers.**

**All participants are assessed to determine interests, aptitudes and skill levels. If they are not job ready or the jobs are not available they are directed into training opportunities. The technical colleges and other training institutions have provided an array of classroom curriculum and credited courses to benefit these participants and move them forward on their career path. The willingness of the technical colleges to "chunk" training provides an opportunity for lifelong learning through career**

pathways. The “kick start” training programs provide an opportunity for a potential student to wisely choose a career choice that is best for them.

- b. Service to targeted populations

**Identified in Attachment I.**

*Response: The specific targets are identified in the FVWDB’s Priority of Service policy. Veterans are given priority within this policy. Other target groups include disabled, minorities, older workers, DW, W-2/FSET recipients and high school drop-outs. FVWDB policy has set a 200% of poverty level for the WIA Adult and is following the 100% of poverty requirements for youth. Through the One Stop system partners refer these target populations for WIA services, as do other community agencies. All participants are provided the 211 Information on community programs and resources, including WIA. WIA participants are co-enrolled with TAA, Older Worker Programs, DVR and W-2 to ensure they receive all services available. All target groups have equal access to training opportunities though are prioritized when funding is limited.*

- c. Employer-based training options (On-the-Job Training and Customized Training)

**Identified in Attachment I.**

*Response: The RFP requested vendors to provide their educational opportunities to serve these populations through WIA Adult and DW. Based on industry demand, educational opportunities provided by the Technical Colleges and other approved vendors, and the interest of the WIA participants training will be determined and capacity expanded as needed through contractual arrangement.*

*Response: The RFP requested vendors to provide their educational opportunities to serve these populations through WIA Adult and DW. Based on industry demand, educational opportunities provided by the Technical Colleges and other approved vendors, and the interest of the WIA participants training will be determined and capacity expanded as needed through contractual arrangement.*

- d. Use of short-term training along career pathways

**Short-term training will be provided related to basic job search skills, job readiness skills, leadership, lean, MSSC, CNA, CNC etc. to provide immediate job placement opportunities. FVTC and MPTC have created “chunking” of curriculums that allows for an individual to take a few courses, receive a credential and/or credits. As they “job out” they then can come back into the training system and add additional credentials and/or credits that lead them to an Associate Degree or Certification. This**

process is aligned with the “Career Pathways” model and allows for lifelong learning.

e. Class-size projects

**FVWDB has requested the colleges to provide training through a cohort opportunity. Both colleges have provided proposals to meet this request in key industry specific trainings which allows for WIA clients to be taken off waiting lists. Most projects allow for up to 18 to 20 participants. With these opportunities, FVWDB offers slots to TAA and other partners for their participants.**

*Response: Health Care is a key industry for the Fox Valley WDA. The Fox Valley Health Care Alliance identifies labor skill sets and professionals needed in the next three to five years. FVWDB allocates funding for these cohort training opportunities, such as LPN, RN, Med Tech, etc. and contracts with the technical colleges to provide additional trainings in order for WIA and TAA participants are not on waiting lists. There have been training opportunities created around construction and manufacturing for cohort groups, such as basic construction, welding, CNC, etc. These will continue as industry demands require workers in large numbers and dislocated workers and unemployed/underemployed adults being served under WIA are interested in these training opportunities. Other instances are basic LEAN, MSSC, leadership and team building as examples of short-term trainings. Class sizes range from 12 to 25 people dependent on the training.*

f. Credentials or work-ready certification

**All WIA youth, adults and dislocated workers will be required to use the WorkKeys Work Readiness assessment and certification process to ensure consistency with evaluation of work readiness skill sets.**

g. Local policies, including plans to increase locally imposed limitations on training costs or ITAs

**FVWDB has implemented increases for PY09 as follows:**

- **Tuition, fees and books increased from \$9,600 to \$10,800 allowing for \$3,000 per semester versus \$2,400. Intensive training increased to \$500 from \$100 and short-term training from \$1,000 to \$3,000. This will be re-evaluated after ARRA.**

h. Provision of multi-program, integrated employment goals and other strategies for specific targeted population groups.

**FVWDB will continue to provide multi-program, integrated employment goals with these populations, as well as continue to develop strategies related to service to these specific targeted population groups.**

*The specific targets are identified in the FVWDB's Priority of Service policy. Veterans are given priority within this policy. Other target groups include disabled, minorities, older workers, DW, W-2/FSET recipients and high school drop-outs. FVWDB policy has set a 200% of poverty level for the WIA Adult and is following the 100% of poverty requirements for youth. Through the One Stop system partners refer these target populations for WIA services, as do other community agencies. All participants are provided the 211 Information on community programs and resources, including WIA. WIA participants are co-enrolled with TAA, Older Worker Programs, DVR and W-2 to ensure they receive all services available. All target groups have equal access to training opportunities though are prioritized when funding is limited.*

2. Describe the WDB's plans to target Recovery Act funds for:

a. Adult Basic Education and basic skills training

- **Fox Valley WDB will continue to partner with the FVTC and MPTC to provide GOAL classes to the WIA/ARRA participants. FVWDB will provide funds to offset costs for the training institutions as budgets allow. FVWDB will contract for literacy and remedial training services from the technical colleges and private vendors through an RFP process or as a sole source when appropriate and meets the requirements of the funding. Additional services to be sought are related to emotional and grief counseling and training support for dealing with dyslexia. One Stop partners will be requested to provide basic job readiness skills training in the One Stop Centers.**

b. Filling skill gaps or remediation

**FVWDB will request this support from FVTC and MPTC. Other vendors will be sought as appropriate through a competitive procurement process.**

c. Bridge programs as defined in the Wisconsin RISE Initiative

**The availability of "chunking" training supports the bridge program concept. In partnership with the technical colleges FVWDB will continue to develop and implement strategies around this concept. FVWDB instituted a "career pathways" model with the WIA program in PY07 which supports the RISE Initiative and aligns with lifelong learning.**

d. Course work related to preparation toward a career goal

**The "Kick Start" training programs provide the tools for the participants to move toward a career goal. MPTC and FVTC have provided at least three curriculums each that build on the basics and moves the individual forward into successful completion of a career goal.**

e. Co-enrolled participants in training and/or supportive services (e.g. WIA/Veteran, WIA/DVR)

**Fox Valley WDB will continue to require contractors to co-enroll WIA/Veteran, WIA/DVR, WIA/TAA participants in training and supportive services. This provides opportunity to better serve the customer while effectively aligning resources.**

3. To maximize the reach of formula funds, eligible customers should be assisted in taking advantage of the significant increase in Pell Grant funds also included in the Recovery Act. Describe policies and procedures to ensure that all eligible customers apply for Pell Grants, and other financial assistance.

**Policy for “ELIGIBILITY FOR ITAs”: Individuals eligible for ITAs must meet all of these requirements:**

- 1) Have received an assessment which includes information on work history, education, skills, interests, abilities, aptitudes, and personal situation;
  - 2) Have received labor market information and/or career counseling on occupational projections;
  - 3) Have verification of receipt of Intensive Services, including the development of an Individual Employability Plan;
  - 4) Have been unable to obtain and retain employment that provides self-sufficiency;
  - 5) Have been determined to be in need of training services and to have the skills and qualifications to successfully participate in the selected program of training services;
  - 6) Have selected a program of training services which is directly linked to demand occupations in WDA 4 or in another area of Wisconsin where the participant is willing to relocate;
  - 7) When a participant meets TAA requirements for training (i.e. full-time) and funding is available, that funding should be used first;
  - 8) Is unable to obtain grant assistance from other sources to pay for the training, or requires assistance beyond what the other programs (Pell Grants, TAA) are able to provide;
  - 9) Agree to adhere to the requirements specified in the “ITA Training Agreement.”
  - 10) Training plans are continuous and training will be completed in no more than three years.
  - 11) Participants are required to apply for Financial Aid. WIA will only cover those costs (or unmet needs) not covered by your financial aid package or other sources (i.e. scholarships, grants, etc.). See the Financial Aid Worksheet Package and the Financial Aid Authorization Exchange of Information form.
4. Describe plans to expand local training capacity, including the selection of alternative training providers (such as proprietary schools, community-based organizations and registered apprenticeship).

**Fox Valley WDB published a RFP for training for ARRA funds.**



***Response: The RFP requested vendors to provide their educational opportunities to serve these populations through WIA Adult and DW. Based on industry demand, educational opportunities provided by the Technical Colleges and other approved vendors, and the interest of the WIA participants training will be determined and capacity expanded as needed through contractual arrangement.***

5. To increase the availability of training to workforce system customers, the Recovery Act allows local WDBs to award contracts to institutions of higher education, such as community colleges, or other eligible training providers, if the board determines it would facilitate the training of multiple individuals in high-demand occupations and if the contracts do not limit customer choice. Describe plans to award such contracts.

**If an industry sector identifies critical training in high-demand occupations, the Board will make available to the customer the options of training facilities. When there is a cohort training opportunity, the Board will provide a RFP for the specific training and award a training contract. This will not be identified as an ITA which provides for customer choice, but a cohort training specific to industry demand. The individual customer has the choice to not attend such training and find an additional venue within the constraints of the funding limits and proceed as an ITA application.**

***Revision Response: Would like more technical assistance on this area from DWD. The message on how to proceed with the training from DWD is confusing. FVWDB did provide an RFP and received responses from the technical colleges, an Illinois vendor and UW-Fox Valley. At this time FVWDB does not expect to publish another RFP for training.***

6. A minimum of 70% of both the WDB's Recovery Act adult and dislocated workers allocation must be spent on training. Describe how the WDB plans to meet this goal.

**Contractors will be requested to co-enroll WIA Adult and Dislocated Workers in ARRA. Seventy percent of ARRA funds are available for intensive training, basic skills training, bridge training, short and long term training opportunities. The budget reflects this and will be tracked through PAS in order to provide supporting documentation of expenditures related to training.**

#### E. Coordination

1. Dislocated workers eligible for the Trade Adjustment Assistance (TAA) program are expected to be co-enrolled in the WIA Title 1 Dislocated Worker Program. This is to ensure that the resources available through each program are maximized and a comprehensive package of services is made available to each dislocated worker. Describe how Recovery Act funds will be used to expand co-enrollment of TAA eligible participants in the WIA program and the Recovery Act funded "wrap-around" services that will be made available to eligible dislocated workers. Include a description of customer flow and the role of each program in providing assessment, employability plan development, case management, placement, training and follow-up services. Also describe other co-enrollments to serve targeted populations, such as W-2 and vocational rehabilitation participants.

**Outlined in Attachment I.**

***Revision Response: Please review the Customer Service Flow form previously submitted to DWD. Also, please review response to IID.1.H. If further information is needed, please clarify your request for specifics.***

2. The Department of Labor expects that Unemployment Insurance claimants are provided with a full array of services through Reemployment Services (RES), Wagner-Peyser Act, and WIA grant funding via a comprehensive and integrated service delivery model. Describe how this statewide initiative will be integrated into the local service delivery structure.

**See Attachment I. RES services are additional training opportunities and provides additional resources to an existing system that lost Wagner-Peyser staff support in PY08.**

***Revision Response: Job Service is a partner agency in the Comprehensive Centers and will be conducting RES workshops on a regular basis at these locations. In addition, RES services will be provided at additional locations, such as Berlin, Waupaca and Wautoma Job Centers. Partner staff are aware of the RES services and have requested RES to inform the partners of individual program participants in order not to duplicate training efforts.***

### III. Summer Youth Employment Program

While the Act does not limit the use of the Recovery Act funds to summer employment, the Congress is clearly interested in these funds being used to create summer employment opportunities for youth. The Department of Labor (DOL) strongly encourages states and local areas to use as much of these funds as possible to provide as many youth as possible with summer employment opportunities and work experiences throughout the year, while ensuring that these summer employment opportunities and work experiences are high quality. DOL is also particularly interested in and encourages the development of work experiences and other activities that expose youth to opportunities in “green” educational and career pathways.

#### A. Outreach and Recruitment

1. Describe strategies to identify and recruit participants to be served.

**Fox Valley WDB provided a press release to youth (14-24) and all FVWDA employers regarding the opportunity of the summer youth program. All ninety-nine school districts received a letter of explanation and applications for the youth to complete. The Worksite Application and the Youth Application forms were available on the FVWDB website. Community Based Organizations and youth contractors were also notified and encouraged to recruit youth. The Business Services Team met one on one with business to create worksite opportunities. It was determined the words “poverty”, “poor”, “low income” or “high risk” would not be used in the application or in the documentation. Workforce Economics, Inc. staff, as the fiscal agent, would screen the applicants and would notify the eligible applicants for services. Intake sites were established around the WDA. Over 1200 youth applied for the program, and approximately 50% were eligible, but 20% did not provide enough documentation to support the enrollment process. The final enrollment number is expected to be approximately 350.**

*To recruit youth FVWDB met with the above community groups and school districts to enlighten them on the ARRA Summer Youth program. These agencies provided referrals into the program. Many of these agencies attended the Kick-Off session so they could better understand the process for the summer work component, as well as referred potential job site opportunities. Veteran staff were communicated with on a regular basis about the program and only recently have referred two individuals into the program.*

2. Veterans age 21 to 24 have a particularly high incidence of unemployment immediately upon discharge. Describe plans to outreach, recruit and provide services to these individuals.
  - a) *Fox Valley WDB asks all WIA Youth Case Management contractors to work with One Stops, local community agencies (which includes emergency shelters but not limited to), Adult and Juvenile Corrections, Department of Children and Families (Foster Care and W-2), DWD Veterans Staff, Youth Apprenticeship, Division of Vocational Rehabilitation, Adult Apprenticeship and school districts to connect*

*with youth for the WIA Youth program. For the ARRA Summer Youth program, letters and emails were sent to all agencies previously mentioned explaining the Summer Youth Employment Program with the American Recovery and Reinvestment Act (ARRA). The letter included information regarding what the eligibility requirements were and how to apply to the program, which included an application for the youth. The same type of referral process was set for businesses within our 7 county areas, to be a potential worksite, and an application for the business was sent out. Many referrals came in from local schools, county human service agencies, DVR, probation and parole, Veterans staff, foster care agencies, etc. Referrals continue to come in from these agencies as the summer program goes on. Veteran referrals receive preference into the program; DVR clients will receive any special accommodations they may need in order to hold a job, which include job coaches.*

**All documents supplied to the public identified Veterans as viable candidates for the Summer Youth Program. At this time the number of Veterans responding is zero. FVWDB will continue to work with the Veteran services to recruit applicants throughout the summer.**

#### B. Target Groups

1. Describe new or additional strategies (since submittal of the WIA Local Plan) to target and serve youth most in need of services such as:

**The strategies have not changed since the WIA Local Plan submission. The results of the applicants for the summer youth program supports the efforts of the Board in recruiting these youth as identified.**

- a. Out-of-school youth and those most at risk of dropping out
  - b. Youth in and aging out of foster care
  - c. Youth offenders and those at risk of court involvement
  - d. Homeless and runaway youth
  - e. Children of incarcerated parents
  - f. Migrant youth
  - g. Indian and Native American youth
  - h. Youth with disabilities
2. The Recovery Act funding provides an opportunity to engage youth beyond those currently being served in the WIA youth program. Describe plans to coordinate and collaborate with the following:

**As the summer progresses, FVWDB will provide general reports to the Department of Corrections (Adult and Juvenile), Department of Children and Families (Foster Care and Wisconsin Works), Department of Health Services, DWD Veteran's staff and Youth and Adult Apprenticeship programs on the successes of the worksite experience and training the 14 to 24 year olds experienced. That will provide a platform to increase dialogue for future opportunities to serve these youth populations. As the youth prove their willingness to engage in employment opportunities the Business Service Reps and the Case Managers will be asked to work with these partners in developing apprenticeship sites, identify additional resources that provide increased**

opportunities for the youth and referral to appropriate community resources. The goal is to create positive experiences that encourage the youth to complete high school and aspire to go onto college. As some ARRA youth are exited in September, they will be provided a list of resources available to them and a possible mentor. Individuals deemed appropriate will be co-enrolled in the year round local WIA program in order to provide a consistent support and referral base.

FVWDB will work with each of the agencies and services previously mentioned to ensure continuity of program and resources for the youth as a safety net. Also, the dialogue offers opportunity for creating new programming between the organization to best serve the youth population.

3. The Recovery Act increases the age eligibility to a maximum of 24 years old. Describe additional services and strategies for youth ages 21-24.

Fox Valley WDB made the decision to serve the 21-24 year old population. The services include assessments including work readiness skill assessment, worksite opportunities, GOAL (if needed), HSED/GED completion (if needed), introduction into the technical college system, career exploration and other employability related services. Services related to counseling, financial literacy, ESL and tutoring will be made available. These individuals will be co-enrolled in the WIA Adult program for year-round support.

#### C. Services

1. Describe the planned use of funds for the youth program, identifying where these plans represent services and strategies that are new, different or more expansive than those currently made available through the regular formula-funded youth program.

The two key services available through ARRA that is not available through the WIA local funds are worksite opportunities with wages and the training component for work readiness. The partnering of the wages with the worksite and training allows for the youth to earn money in a downturned economy and receive training through workshops and classroom structure that is tied to employability skills.

2. A minimum of seventy percent of the WDB's Recovery Act youth allocation must be spent by October 1, 2009. Describe how the WDB plans to meet this goal.

Seventy percent of the funds will be expended through wages for over 300 to 350 youth for worksite activities and training. Workers Comp insurance will be provided but will be an expense in the budget. Summer case managers/Out Placement Specialists (Limited Term positions) will also increase the expenditure amount.

3. The Recovery Act allows some flexibility in program design for the summer months. Describe the WDB's plans for:
  - a. Program elements offered during the summer

Program elements include recruitment, enrollment, work readiness assessment, mentoring, work readiness training components, worksite experience with wages, boot camp opportunities for younger youth in health care and financial literacy. It also includes support for completion of HSED/GED for older youth if needed. All participants will be provided an opportunity of a competitive exercise to create and write a proposal on how the job they are doing can be more “green”. They will provide this proposal to the employer at the end of summer. Awards will be given for certain categories as of yet to be determined. The youth are provided a Kick-Off meeting with a key note speaker, an opportunity to interview for their summer job, complete W-4 paperwork and meet with the case manager (Outplacement Specialist).

b. Types of assessments utilized

The 14 -17 year olds will be provided a Work Readiness Assessment prior to starting and at completion of the program. Work Keys will be utilized at completion to best understand the level of the youth participant. The initial assessment will be paper and pencil at the kick off session. The 18-24 year olds will be provided the Work Readiness Assessments with additional JobFit Assessment and possible Accuplacer testing.

c. Development of the Individual Service Strategy

The Case Manager (Outplacement Specialist) will develop an ISS for each participant that will be placed in their file, either paper or electronic.

e. Addressing academic needs

The Assessment(s) will provide some insight into the academic needs of the youth. Additional resources will be made available to identify and address academic needs identified through the summer assessments and the IEP from the school system. Resources will be provided through the classroom component to aid the youth in work readiness, math, reading, comprehension as identified. The Work Keys Assessment will provide a baseline for improvement aligned with the school’s IEP.

f. Providing follow-up services

Follow-up services will be provided for those youth not enrolled in the Adult or year-round Youth Programs. The Youth Outreach Team will connect with these youth at least quarterly over 12 months.

4. Describe plans to connect summer youth participants to other services or training opportunities available in the area, or to the year-round youth program.

The response to this question was previously identified. Also, the Outreach Specialists, Business Services Reps and the Youth Outreach Team will actively pursue mentors in the local communities of these youth. In August, the Outreach Specialists will meet with the year round youth providers and begin a co-enrollment process for appropriate candidates. The older youth will

**be provided opportunity to enter into the WIA Adult program as funding permits.**

5. Opportunities for skilled workers in the fields of solar, geothermal, wind power design, and the use of environmentally-friendly building materials will mean increased job opportunities for young people who have had exposure to work experiences that equip them with the appropriate “green” knowledge. Describe plans to incorporate “green” work experiences in the youth program.

**The worksite opportunities for the youth include growing vegetables and herb gardens and selling the products at the farmers market, which creates entrepreneur concepts within the scope of green jobs. A group of older youth will be working with Habitat for Humanity in their Restore program. The Board will partner with a local construction company to bring “green” construction training to these youth. The Board will provide training information through industry sector speakers teaching the youth on green jobs within the industry they are working. The youth will be asked to develop a proposal and/or plan for the employer on how their place of employment may become greener. The youth will be offered the opportunity to do a group competition on developing the proposal that will be evaluated by industry and education representatives.**

5. Describe plans to measure and document Work Readiness outcomes for youth funded through WIA youth Recovery Act funds.

**At the June 11<sup>th</sup> kick-off event the youth will be provided a pencil and paper assessment for work readiness. In July when they begin the classroom component of the program (4 hours per week) they will be provided a Work Keys Work Readiness Assessment. The results of each of these assessments will provide guidance for the classroom training components. Prior to exiting the ARRA program each participant will be given the Work Keys Work Readiness Assessment to measure the progress through the summer. The goal is to see an improvement in 90% of the total group.**

6. Describe and attach the WDB’s policy for providing stipends to youth.

**The youth will be provided wages through a payroll system. The youth will be paid weekly in check format. The timesheets will be signed by the youth, supervisor and Outplacement Specialist then returned to the fiscal office for processing. The check will be ran by Tuesday of every week and taken to the worksite and handed to the participant. The parameters of the payment system are still being developed based on worksite responsibilities and age related requirements with the job. This process allows for the Outplacement Specialist and/or Site Monitor to have contact with the youth at the worksite at least twice per week in order to address any safety issues, absenteeism or concerns of the supervisor. It also allows for the participant to be responsible for their own money. Incentives will be provided at the end of the program based on performance, attitude, attendance and punctuality both on the job and in the classroom.**

#### D. Training

1. Identify the planned number of worksites, including the number of public sector, private sector, and non-profit.

**There are approximately 80 worksites at this time with additional requests received daily. Forty-four are private industry, 22 non-profits and 14 are government.**

2. Describe any special projects or group activities.

**The Kick Off is scheduled for June 11<sup>th</sup> from 8:30 a.m. to 2:00 p.m. The keynote speaker is Ron Glodowski who shares his story of being in a gang and changing his life. Secretary Gassman will be present. Legislators have also been invited. The youth will be provided a personnel manual which lists the expectations of the program. They will interview with local companies from their communities and select three top choices. The employer will provide the names of applicants they are interested in at 150% of available work slots. These will be matched up later by fiscal agency staff and the youth will be immediately sent letters with the specific information of employer, start date, wage, location and dress code. Each participant will receive a call on June 12<sup>th</sup> with the specific information given by phone so they are prepared to start the following week.**

**In July there will be classroom time (up to 4 hours per week for all participants) related to work readiness skills, 21<sup>st</sup> century skills, financial literacy, leadership and team, green job exploration and career exploration.**

**During the third week of July the youth will be provided the outlines for the “green” job proposal competition. They will be put into work teams to create their proposal and use classroom time to further develop the plan. The last week of August (prior to school) there will be a closing event where they will present their proposal to the worksite employer. There will be a celebration of the successes.**

3. Describe plans to expand work experience opportunities to registered apprenticeships offered by employers.

**Throughout the summer program the Program Director and Business Services Reps will contact employers that provide work experience to registered apprenticeships. Efforts will be made to move individual youth into these opportunities.**

4. Describe the WDB’s strategy for ensuring that work experience agreements do not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements.

**The Board stated this in all the documentation provided in Attachment II.**

5. Describe the WDB’s strategy for ensuring the work experience of the participants does not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for non-displacement requirements).



**The application signed by the employer asks “Are there workers in layoff status who have done this work? ( ) yes ( ) no”. If an employer stated “yes” they were not chosen as a worksite.**

6. Youth summer employment should be a work experience intended to increase work readiness skills of participants and not impact the profit margin of a for-profit company. Describe the selection criteria to ensure that one employer is not favored at the expense of another employer.

**At this time there were no exclusions if youth applicants met the criteria due to the number of worksites needed for the youth applicants. FVWDB will continue to recruit worksites. The “for-profit” companies will not see an increase in profits that will impact their bottom line due to the length of the program and the hours of employment. Most employers seemed to have created job opportunities to provide work experiences for the youth.**

7. Describe the WDB’s plans to deliver an orientation, including safety training; wage and hours provisions; and child labor laws to youth participants and worksite supervisors.

**The June 11<sup>th</sup> event will provide a manual to both the employer and the youth participant on expectations for both parties. A child labor law sheet was provided in the document with a website for further details. Safety training will be provided at each worksite. At the Kick Off event the participants will be provided an explanation regarding wage and hours provision, expectations, contact information and sexual harassment policy.**

8. Has the WDB secured worker’s compensation or other similar coverage for work-related injury or illness of trainees?

**The worker’s compensation provider has been contacted. There are some finalizations to the documentation related to job duties for each participant. This will be completed before the participants access the worksite.**

#### E. Selection of Service Providers

1. Describe the procurement process utilized to select the summer youth service providers.

**Per Procurement Policy for emergency situations the summer youth services are being provided by the fiscal agent and no RFP was provided.**

2. Provide a list of service providers who will be providing youth services using WIA Recovery Act funds. The contact information provided in this chart will be posted on the DWD Recovery Act website (use Form C). **Completed.**

#### **IV. Year-Round Youth Program**

1. Describe program components of the WDA's year-round youth services funded with Recovery Act funds.

**It is anticipated that approximately 100 Older Youth will be served with ARRA funds related to wages for year round employment while they are completing HSED/GED requirements and preparing to move into a credential program for career advancement. The ARRA participants will be co-enrolled with the WIA Adult program to support them with college training opportunities. At this time FVWDB is not expecting to maintain younger youth in year round ARRA, but will reconsider as September approaches and services are defined as they are co-enrolled in the local program.**

2. A minimum of twenty-five percent of the WDB's Recovery Act youth allocation must be spent on training with a focus on ABE, GED/HSED or work readiness certification. Describe how the WDB intends to meet this goal.

**The minimum of 4 hour per week of training for each participant and the requirement of Older Youth to acquire the GED/HSED, as well as purchasing additional ABE hours and work readiness certification will meet this requirement. It is expected this cost will total \$180,000 which is greater than 25% of the ARRA Youth funds.**

2. Describe continued services that will be provided to support older/out-of-school youth during non-summer months.

**Older/out-of-school youth will be provided ongoing services to help them obtain their GED/HSED. They will be encouraged to take the Accuplacer test and pursue a two-year education. The individual participants will be co-enrolled in the adult program if appropriate to provide additional resources and support. As ARRA funding is available the Board will continue to provide wages for employment. There will be efforts made to get candidates into Adult Apprenticeship programs in construction, trades and other fields.**

#### **V. Accountability**

##### **A. Expenditures and Enrollments**

1. Describe how the WDB will ensure that Recovery Act funds will supplement and not supplant existing resources which are spent on workforce programs and services.

**The Board will review the program requirements of each funding stream and align the resources to most effectively utilize each fund to serve the largest number possible of eligible participants. Due to the limited local WIA funds the appropriate utilization of the ARRA resources allows for a greater number to be served than in PY08, but would not if the funds are used in isolation of each other. As partner agencies pursue the concept of ARRA funds as a windfall of additional resources to the local system, the Board will be proactive in identification of alignment of resources and services so more individuals may be served between partners without supplanting. WIA legislation will be**

followed with the ARRA funds as will WIA local funds. The legislation has always disallowed supplanting but affords opportunities for alignment of resources.

2. Complete the following forms:

Form F for the Adult and Dislocated Worker Programs:

- \$30,000 in staff travel
  - ***Response: Travel reimbursement for contractors and the program manager to support the travel within the seven county delivery system.***
- \$24,000 in communications
  - ***Response: This includes printed materials, recruitment packages, cost-allocation to website(s) for purposes of communications, cell phones and desk phones cost allocations across contractors.***
- \$5,000 in lease copiers;
  - ***Response: Cost allocated for Job Center copiers for documents related to job search, files, etc.***
- \$102,702 in contracted services.
  - ***Response: FVWDB contracts for WIA Adult and DW services. The RFP was provided in PY08 for four counties and for PY09 for three counties. The contracts are effective for two years so existing WIA Adult and DW contractors will be provided a portion of this funding to support the case management for ARRA enrollments. The contract agencies are LETC, ADVOCAP and WE, Inc.***
- \$31,780 in needs related payments. Your response to 11.C.1.b. states you will not actively pursue the use of the needs-related payment policy at this time unless it is necessary to help a participant survive lack of UI benefits. Explain how you determined to budget this amount.
  - ***Response: FVWDB does not expect to use these funds, however, due to the possibility of participant(s) needing such service, the Board has line item this amount. These funds will be redistributed to training by February 2010 if unused in order to meet any training needs and spend ARRA funding in a timely manner.***

Form G for the Youth Program:

- \$13,000 in staff travel.
  - ***Response: WE, Inc. is providing case management services for the summer youth program as WE, Inc. is the fiscal agent. The case managers must travel throughout the seven counties at a minimum of once per week to meet with their participants to collect time sheets and deliver payroll checks. Also, the site monitors and business service reps require reimbursement when they must be on-site with the large number of employers. Thirteen thousand was budgeted, but will be redistributed to other program service line items if under-expended.***

## B. Monitoring

1. Describe plans for onsite monitoring of all summer worksites/projects, including wage and hour provisions, child labor laws, worksite supervision and safety.

**The worksites will be visited twice weekly to ensure workplace supervision and safety, child labor law compliance and the match of employee to employer is effective. There will be a formal visit by the Program Director and/or designee to each site once through the summer to obtain feedback from the employer on progress of the participant.**

2. Submit the WDB's timetable for conducting summer youth program monitoring.

**Weekly visits to the site to collect timesheets and to deliver paychecks will be documented by the Site Monitor and/or Outplacement Specialist. The Program Director will review the documentation and make a visit if a problem is identified. The Program Director or designee will schedule a formal monitoring visit with the supervisor once during late July and August. (A monitoring tool is in the development stage.) All eighty plus sites will be visited prior to the end of the project and the beginning of the school year.**

***Provided to Site-Monitor on July 28, 2009.***

3. Oversight and monitoring should determine whether or not there is compliance with programmatic, accountability, and transparency provisions of the Recovery Act and Training and Employment Guidance Letter 14-08, as well as the regular provisions of WIA. Describe the process in place for monitoring and oversight of the additional funds provided under the Recovery Act. At a minimum, the response should address the following:

**The program is remaining with the fiscal agent, so expenditures and enrollments will be reported through ASSET, PAS and in the FSRs. Training providers will be evaluated for effectiveness. Worksites and special projects will be monitored as identified in previous response.**

## **VI. Assurances and Signatures**

1. The WDB, including the chief elected official of the area and providers receiving funds under Title I of the Workforce Investment Act, will comply with the Fiscal Controls established in Section 184 of WIA.
2. The WDB and chief elected official assure that they will comply with the nondiscrimination provisions of WIA section 188, including an assurance that a Methods of Administration has been developed and implemented.
3. The WDB assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA section 188.
4. The WDB assures that veterans will be provided priority access to employment and training activities authorized in section 134 of WIA.
5. The WDB assures that all WIA participants will be exposed to a full range of career choices including orienting and exposing them to training and jobs with family-supporting wages.
6. The WDB assures that financial literacy training/information is made available for all participants.
7. The WDB assures that no funds received under WIA will be used to assist, promote, or deter union organizing.
8. The WDB assures that it will comply with section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990.
9. The WDB assures that it developed this plan in consultation with the business community, labor organizations, and required partners.
10. The WDB assures that funds will be spent in accordance with WIA legislation, regulations, written DOL Guidance, Division of Employment and Training (DET) Guidance and all other applicable federal and state laws.
11. The WDB assures that no WIA funds will be spent on the development or operation of any data management systems that duplicate systems provided by the State of Wisconsin, especially ASSET, WorkNet, or Job Center of Wisconsin.
12. The WDB assures that it will comply with state program priorities and directives set out in the state plan and any subsequent modifications.
13. The WDB assures that 70% of the Recovery Act youth allocation will be spent by October 1, 2009.
14. The WDB assures that 25% of the Recovery Act youth allocation will be spent on ABE, GED, HSED or work readiness training for 18 to 24 year old youth.
15. The WDB assures that all individuals served with Recovery Act funds will be tracked in ASSET.
16. The WDB assures that all employment opportunities generated by Recovery Act activities will be made available through the Job Center of Wisconsin website.
17. The WDB assures that Recovery Act funds will not be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
18. The WDB assures that all costs will be tracked and reported in accordance with the line codes established in the CORE reporting system for each contract.
19. The WDB assures that Recovery Act funds will be treated as a separate fund source to enable reporting of contract costs, subcontract costs and performance separate from other programs.

NOTE: Signatures are also required on the Certifications in the Forms C and D.

This plan has been developed for the Fox Valley Workforce Development Bd. #4 WDA in accordance with the terms of the WIA.

**Approved for the Workforce Development Board**

**Workforce Development Board Chair**

Name (type or print): Norma Tirado

Signature: \_\_\_\_\_ Date: 6/9/09

**Approved for the Counties of the Workforce Development Area**

**Chief Local Elected Official**

Name (type or print): Mark Harris

Title: Fox Valley WDA Chief Local Elected Official

Signature: \_\_\_\_\_ Date: 6/8/09

**Local Elected Officials (Optional):**

Name (type or print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (type or print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE  
AN INTEGRAL PART OF THE CERTIFICATION**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Cheryl A. Welch Executive Administrator/CEO

Name and Title of Authorized Representative

Signature

6/9/09

Date

## Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of charged circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.



## CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all\* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all\* subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Fox Valley Workforce Development Board, Inc.		WIA Title I-B
Grantee/Contractor Organization		Program/Title
Cheryl A. Welch		June 9, 2009
Name of Certifying Official	Signature	Date

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**American Recovery and Reinvestment Act (ARRA)  
Youth Service Providers**

<b>Youth Service Provider</b>	<b>Contact Information</b>	<b>Services Provided</b>	<b>Est. Number of Youth Served in Summer of 2009 (ARRA Only)</b>	<b>Est. Number of Youth Served in Year-Round Activities (ARRA)</b>
Workforce Economics, Inc.	Cheryl Welch, Executive Adm/CEO  1401 McMahon Dr. Neenah, WI 54956.	Fiscal and Administration, Outplacement Specialists, Assessment, Site Monitors, Basic Work Readiness training	Expected 360 (In-School Summer Youth to be exited or co-enrolled in local program. Older youth to be co-enrolled in WIA Adult program or exited.)	Projected 100
Moraine Park Technical College	JoAnn Hall Fond du Lac Campus.	Training for basic skills, career exploration and HSED/GED program.	100	20
FVTC	Carol May Appleton Campus	Training for basic skills, career exploration and HSED/GED program.	150	40

## ARRA Quarterly Enrollment and Budget Summary

\_\_\_x\_\_\_ Adult \_\_\_ Dislocated Worker Program

WDA  
#4

All figures are cumulative

	Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9
			6/30/2009	9/30/2009	12/31/2009	3/31/2010	6/30/2010	9/30/2010	12/31/2010	3/31/2011	6/30/2011
<b>ARRA Funded Activities</b>											
Total Participants			15	60	81	81	81	81	81	81	81
Receiving Intensive Services			15	60	81	81	81	81	81	81	81
Enrolled in Training			5	40	50	70	70	70	70	70	70
Occupational Classroom			5	25	35	40	40	40	40	40	40
OJT				5	5	15	15	15	15	15	15
Customized ( Employer Based)				10	15	15	15	15	15	15	15
Receiving Supportive Services			5	10	15	20	25	25	25	25	25
Receiving Needs Related Payments					3	3	3	3	3	3	3
<b>ARRA Program Expenditures</b>											
Core and Intensive Services		72,604	10,000	20,000	30,000	50,000	72,604	72,604	72,604	72,604	72,604
Training		130,000	10,000	40,000	70,000	100,000	130,000	130,000	130,000	130,000	130,000
Supportive Services		19,409	1,000	5,000	10,000	15,000	19,409	19,409	19,409	19,409	19,409
Needs Related Payments		20,000	0	0	5,000	12,000	10,000	20,000	20,000	20,000	20,000
<b>ARRA Administrative Expenditures</b>	0										
<b>TOTAL ARRA Expenditures</b>	0	242,013	21,000	45,000	115,000	177,000	232,013	232,013	232,013	232,013	242,013

## ARRA Quarterly Enrollment and Budget Summary

WDA

#4

\_\_\_\_ Adult \_\_\_\_ x \_\_\_\_ Dislocated Worker Program

All figures are cumulative

**ARRA Funded Activities**

Total Participants

Receiving Intensive Services

Enrolled in Training

Occupational Classroom

OJT

Customized ( Employer Based)

Receiving Supportive Services

Receiving Needs Related Payments

**ARRA Program Expenditures**

Core and Intensive Services

Training

Supportive Services

Needs Related Payments

**ARRA Administrative Expenditures****TOTAL ARRA Expenditures**

Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9
		6/30/2009	9/30/2009	12/31/2009	3/31/2010	6/30/2010	9/30/2010	12/31/2010	3/31/2011	6/30/2011
		10	289	289	289	289	289	289	289	289
		10	289	289	289	289	289	289	289	289
		10	200	200	285	285	285	285	285	285
		10	150	150	200	200	200	200	200	200
		0	30	30	50	50	50	50	50	50
		0	10	10	35	35	35	35	35	35
		2	5	10	10	10	10	10	10	10
		0	0	5	10	10	10	10	10	10
	217,192	10,000	33,438	86,876	120,314	170,680	217,192	217,192	217,192	217,192
	470,000	5,000	117,500	235,000	352,500	470,000	470,000	470,000	470,000	470,000
	25,000	1,000	6,000	10,000	15,000	20,000	25,000	25,000	25,000	25,000
	11,780	0	0	5,000	10,000	11,000	11,780	11,780	11,780	11,780
181,238		8,000	28,000	50,000	100,000	150,000	181,238	181,238	181,238	181,238
181,238	723,972	24,000	184,938	386,876	597,814	821,680	905,210	905,210	905,210	905,210

**WDA**  
**#4**

**ARRA Quarterly Enrollment and Budget Summary - Youth Program**

All figures are cumulative

**ARRA Funded Activities**

Total Participants

Enrolled in Work Experience

Receiving ABE/GED/Work Ready

Receiving Supportive Services

Receiving Stipends/wages

**ARRA Program Expenditures**

Youth Wages & Stipends

Training (ABE/GED/Work Ready)

Supportive Services

**ARRA Administrative Expenditures**

**TOTAL ARRA Expenditures**

Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9
		6/30/2009	9/30/2009	12/31/2009	3/31/2010	6/30/2010	9/30/2010	12/31/2010	3/31/2011	6/30/2011
		360	360	360	360	360	360	360	360	360
		360	360	360	360	360	360	360	360	360
		360	360	360	360	360	360	360	360	360
		8	10	10	10	10	10	10	10	10
		360	360	360	360	360	360	360	360	360
	350,000	65,000	300,000	300,000	350,000	350,000	350,000	350,000	350,000	350,000
	166,287	20,000	145,000	145,000	166,287	166,287	166,287	166,287	166,287	166,287
	33,260	5,000	25,000	30,000	33,260	33,260	33,260	33,260	33,260	33,260
	665,154	90,000	470,000	475,000	549,547	549,547	549,547	549,547	549,547	549,547

ARRA Back-up Budget			
Adult	Dislocated Worker	WDA	#4
	Administration	Program	Total
<b>Staff Salaries</b>	95,212	67,850	163,062
<b>Staff Fringe Benefits</b>	33,324	23,748	57,072
<b>Staff Travel</b>	15,000	15,000	30,000
<b>Communications</b>	8,000	16,000	24,000
<b>Facilities (rent, utilities, maintenance)</b>	13,000	37,698	50,698
<b>Office Supplies</b>	8,000	8,000	16,000
<b>Testing and Instructional Materials</b>		18,500	18,500
<b>Equipment</b>			
Use/Depreciation			
Purchase			
Lease (copier)		5,000	5,000
<b>Training</b>			
Classroom (tuition, books, fees, etc.)		300,000	300,000
OJT Reimbursements		200,000	200,000
Customized Training		100,000	100,000
Supportive Services		44,409	44,409
Needs Related Payments		31,780	31,780
Audit costs	4,000		4,000
Contracted Services	4,702	98,000	102,702
<b>Total</b>	181,238	965,985	1,147,223

ARRA Back-up Budget Youth			
<b>WDA</b> <u>      #4      </u>			
	Administration	Program	Total
<b>Staff Salaries</b>		60,000	60,000
<b>Staff Fringe Benefits</b>		21,000	21,000
<b>Staff Travel</b>		13,000	13,000
<b>Communications</b>		6,000	6,000
<b>Facilities (rent, utilities, maintenance)</b>		5,000	5,000
<b>Office Supplies</b>		5,606	5,606
<b>Testing and Instructional Materials</b>		5,000	5,000
<b>Equipment</b>			
Use/Depreciation			
Purchase			
Lease			
<b>Training and Services</b>			
Wages & Stipends		350,000	350,000
ABE/GED/Work Ready		166,288	166,288
Supportive Services		33,260	33,260
Audit costs			
Contracted Services			
<b>Total</b>		665,154	665,154

**ARRA Staffing  
Plan**

\_\_\_\_\_ Adult    \_\_\_\_\_ Dislocated Worker    \_\_\_\_\_ Youth    **WDA** \_\_\_\_\_ **#4** \_\_\_\_\_

<b>Administrative Staff Salary and Benefits</b>				
Position	Monthly Total	% Charged	# Months	Total
CEO	\$ 1905	24%	18	34,291
Financial Officer	1,689	33%	18	30,415
Exec. Assistant	1,695	37%	18	30,515
Chief Operating Officer	1,851	33%	18	33,315
Administrative Staff Total	\$ 7,140			\$ 128,536
<b>Program Staff Salary and Benefits (include contracted staff)</b>				
Position	Monthly Total	% Charged	# Months	Total
Outplacement Specialists(5)	12,000	5		
Summer Youth Program	(2400 FTE)	FTE/100%	4	48,008
Worksite Monitors (3)	6,636			
Summer Youth Program	(2,212/FTE)	3FTE/50%	4	26,554
Program Directors(2)	2,290	2 at 25%		
1 Adult/DW and 1 Youth	(\$1,145/FTE)	each	12	27,479
Administrative Assist.	624	25%	16	9,992
Resource Room Specialists	5,880			
(6 FTEs from 6 JC/WDC)	(\$980/center)	19%	12	60,565
Program Staff Total	\$ 21,550			\$182,590
<b>Staffing Total</b>	<b>\$ 28,690</b>			<b>\$ 359,105</b>

Note: FVWDB Cost Allocation Plan requires staff time to be allocated as follows:

**SECTION IX  
COST ALLOCATION**

Cost will be directly assigned to a fund whenever the correct dollar amount can be determined by the invoice and attached documentation. Funding regulation and contracts must be considered to determine cost categorization and assignment.

Shared cost items will be allocated to funding sources as expensed, based on wages paid, as reported for payroll. Prepaid expenses will be assigned to the asset category of the ORION Allocation Fund and expensed to the appropriate funding source in a timely manner via General Ledger Cost Allocation.

Cost allocation coding designations will assign cost to reporting categories as required by specific funding regulations.



The current financial system has two separate cost allocation programs. The Payroll Cost Allocation Plan is designed to address costs that are fairly standard over a distinct period of time. The General Ledger Cost Allocation Plan is designed to address expenses that vary on a month-to-month basis.

The Payroll Cost Allocation Plan (PCAP) will expense the following cost items on a bi-monthly schedule using actual-hours-worked as its basis for expense assignment to specific funds.

1. FICA expense at the assigned rate for Social Security Wages.
2. Health, life and disability insurance by individual rate as invoiced for the month.
3. Pension expense at the minimum rate required by Personnel Manual.
4. Employee Reimbursements as submitted on voucher (indirect amounts only).

The General Ledger Cost Allocation Plan (GLCAP) will allocate cost by regulated category utilizing the related Payroll Program Distribution Codes: for the basis of GLCAP distribution tables. Shared administration expenses will be allocated based on actual wages paid as reported to specific funds for Administration. Shared expenses for in-house programs will use related tables to allocate costs to various funds as appropriate to the related fund and cost category. Shared expenses for general operations will be allocated by all wages paid. Written documentation of the process is on file in the financial department.

Reference FVWDB organizational chart, FVWDB active general ledger funds and OMB Circular A87/A-122 for further information on cost allocations.